

Sheridan Community Land Trust
Position Description for Executive Director (ED)

Position Description: The ED works with a Board of Directors, Committees, task-specific Work Groups and staff to implement the mission of the organization. The ED is the public face of the organization and is responsible for the day-to-day operations of the organization.

Specific Responsibilities:

Organization Management and Financial Responsibility

- Develops and monitors an annual budget and provides overall management of the fiscal operations in cooperation with the Board Treasurer and the Finance Committee.
- Ensures that systems are in place for effective financial management, fundraising, project management, and stewardship.
- Oversees compliance with all internal policies and procedures, legal requirements, and financial standards.
- Leads efforts to establish accreditation with Land Trust Alliance.

Staff and Board Leadership

- Serves as staff liaison to the Board of Directors, including preparing materials for meetings, staffing Board committees, and assisting with special projects.
- Works with the Governance and Nominating Committee to recruit, orient, train, motivate, evaluate, and recognize Board members for their service.
- Recruits, trains, motivates, leads and evaluates staff.
- Ensures professional development opportunities for staff to increase their effectiveness and keep them informed of new developments in their respective fields.
- Creates and maintains a positive working environment.

Planning

- Assists the Board in setting the organization's strategic direction through the development and implementation of a strategic plan, fundraising plan, outreach and communications plan, and other strategic project documents.
- Works with staff and the Board to establish goals, strategies, and benchmarks.
- In coordination with staff, develops annual work plans.
- Monitors trends and organizational capabilities to ensure the strategic plan is current and accurate.
- Monitors, tracks and reports progress toward benchmarks.

Fundraising and Resource Development

- Fosters a culture of appreciation and authenticity towards donors and friends.
- Cultivates and stewards major donor prospects, including individuals, businesses, and private foundations.
- Maintains a database of individual major gift prospects and donors.
- Supports gift solicitations by Board and staff members.
- Supports the Board in the cultivation of major donors.
- Provides staff support and direction to the Board fundraising committee.
- Researches, locates and applies for appropriate grants.
- Leads fundraising and annual campaigns.

Conservation, Land Protection, Recreation, and Historic Preservation

- Ensures that the organization achieves its mission in a highly strategic and focused manner by developing, executing, and finishing conservation, historic preservation and non-motorized recreation projects from conception to completion.
- Negotiate the terms of and draft in consultation with legal counsel conservation and historic preservation easements and trail rights of way.
- Supervise construction and maintenance of recreational trails.
- Builds and nurtures relationships with landowners, key stakeholders, and diverse partners.
- Oversees management and stewardship of conservation easements, historic preservation easements, fee lands, trail infrastructure, and historic tour infrastructure.
- Ensures compliance with the Standards and Practices of the Land Trust Alliance.
- Assists in the development of strategic project plans that guide future work.

Community Outreach and Education

- Oversees all communications and outreach efforts.
- Oversees the creation and production of all communications materials, including newsletters, marketing materials, and news releases.
- Establishes and maintains strong, positive working relationships with a wide range of partners and stakeholders.
- Represents SCLT to a variety of audiences, including volunteers, members, government agencies and officials, community leaders, and other partners.
- Communicates and exemplifies SCLT's vision and culture.

Desired Qualifications:

- A minimum of a Bachelor's degree in a natural resource field, planning, non-profit management, business, organizational or related field and three to five years of progressively responsible experience.
- Demonstrated leadership experience with Boards, staff, and community members, able to set a clear vision and motivate diverse groups to work collaboratively under changing and uncertain conditions. Ability to create and thrive in a team environment and work in partnership with a variety of personalities and organizations.
- Demonstrated ability to think strategically, develop and manage complex projects from start-up to completion, and adopt new approaches in response to changing circumstances. Ability to learn and translate information into action.
- Knowledge of the policies and tools of voluntary private land conservation and conservation easements generally; administration, budgeting and the management of acquisition projects; previous experience with private land conservation preferred.
- Strong financial skills, including the ability to develop and manage budgets and present reports that present a clear financial picture of the organization.
- A demonstrated track record of marketing, public relations and fundraising experiences including major donor cultivation with the ability to engage a wide range of stakeholders.
- Ability to communicate effectively in writing and verbally.
- Ability to work independently while taking an action-oriented, entrepreneurial, adaptable, and innovative approach to organizational planning.
- Ability to grow in the job with the capacity to infuse the organization with energy and creativity.
- Strong public presence – articulate, optimistic, conscious of being the image of an organization, energetic with the demonstrated ability to motivate and inspire people.
- Familiarity with the ecology and natural resources of the Rocky Mountain West.
- General familiarity with various office software and mapping platforms.
- Current driver's license and vehicle are necessary.
- Ability to walk over rough terrain, lift up to 50 pounds, and handle a variety of equipment and materials in the field is required.